

~~ADMINISTRATIVE  
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*R.O. Conference*

17 October 1968

MEMORANDUM TO: Chief, Logistics Services Division

SUBJECT : Official Car and Driver to Transport Personnel  
from Washington to [REDACTED] and Return

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1. It is requested that transportation be provided on Tuesday, 22 October 1968, to pick up [REDACTED] at the Magazine Building at 8:30 am and proceed with him to the National Archives Building, 8th & Penna, Ave., N.W., to pick up a GSA Official, Mr. Artel Ricks, about 8:45 am. The car is to proceed with these two passengers to [REDACTED] for the Records Officers Conference, at which they are speakers, arriving at about 10:30 am.

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2. It is further requested that the car remain at [REDACTED] until about 1:00 pm and that the driver be allowed to have lunch with the conferees. At about 1:00 pm the driver will return to Washington with one passenger (Mr. Ricks) delivering him at the National Archives Building. The driver should be able to return to the Motor Pool by 2:30 or 3:00 pm.

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3. Your approval and acknowledgement of this request will be appreciated.



Support Services Staff

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